

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] effective [Last Working Day]. I have recently completed my credentials in [Field/Certification], which has prompted me to pursue new opportunities that align with my professional goals.

I am grateful for the support and opportunities for growth that I have received during my time here. I appreciate everything I have learned from you and the team.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the incredible experience. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]